



1.4.10 PRE-DEPLOYMENT EQUIPMENT TESTING AND PREPARATION

1.4.10.1 ExpressVote Pre-Deployment Test and Preparation

•	Load the	ExpressVote	with	the	desired	polling	location
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- switch the ExpressVote to Official
- Select
- Enter
- Select
- Verify the Automatically Adjust for Daylight Savings Time box is checked
- Verify the correct polling location is on the ExpressVote
- Print a ballot using the ExpressVote to verify all printer components are working properly
- Save the ballot card to use for testing the precinct scanner(s)
- Power down the ExpressVote and
- The ExpressVote is now ready to be deployed to the polling location





1.4.10.2 DS200 Pre-Deployment Test and Preparation

Load the DS200 with the desired polling location Verify the DS200 displays the correct polling location information Verify Public Count is zero Select and enter Select Select Select If needed, update the date and time then select Select Select Select Verify two Zero Reports automatically print when DS200 is activated Verify the information on the Zero Reports are correct Scan in an ExpressVote marked ballot card for the polling location Scan in hand marked ballots for the polling location Verify the public count is correct Press the Verify two Results Reports print automatically Remove the thumb drive from the DS200 and insert it into the ElectionWare workstation In ElectionWare, select Select Select Select Select

Verify the report totals match the DS200 Results Report

Reinsert the DS200 thumb drive back into the scanner

EVERYVOTE MATTERS.

EVERYVOTE COUNTS.

Enter :

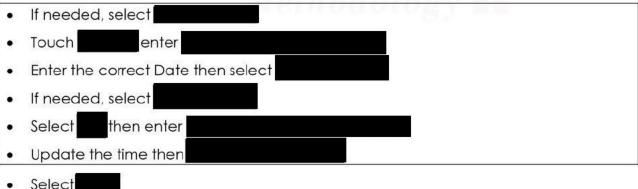


	a file	
•	Select	
•	Enter	
•	Select	
•	Select	
•	Select	

- Lock and seal the scanner
- The scanner is now tested and prepared to be deployed to the polling location

1.4.10.3 Central Count Testing and Preparation (DS450)

- Load the DS450 with the desired polling location (see 1.4.8)
- Select
- Select
- Select
- If the Date and time needs to be adjusted continue with the procedure in the box below.
- If the date and time are correct you may continue with the procedure after the box below.



- Select





• Verify all totals on the screen are zero, then select

	If any ballots feed to the top bin, they have <u>not</u> been counted. The scanner will sort Overvoted, Blank and							
	Unreadable ballots to the top bin for your review. Once reviewed, you must also scan any accepted							
	ballots. You will need to press to turn off the							
sort options. Once turned off,								
	clear out the top bin ballot count. You will be warned that the top bin ballots will have to be scanned again.							
L	Now, the scanner will accept and tabulate the reviewed ballots.							
	Once all ballots have been scanned, select							
	On the next screen, select							
	• Select							
	• Select							
	 You will then be asked if you wish to print a results report. Verify the printer is 							
	powered on and select							
	Insert the DS450 results thumb drive							
	• Select							
	• Select							
	• Select							
	 Once exported, remove the thumb drive from the DS450 and select 							
	 Insert the DS450 results thumb drive into the Electionware workstation 							
	In Electionware, select							
	• Select							
į	• Select							
	• Select							
	• Select							
	 Verify the report totals match the DS450 Results Report 							
	Once verified, select							
	• Enter							
	• Select							



The DS450 is now prepared for election day



Select

1.4.11 ZEROING COUNTED PRECINCTS IN ELECTIONWARE

•	In Electionware, open the desired election and go to
•	Select
•	Right-Click

- A warning window will appear notifying you the election results will be cleared if you continue, select
- View a results report to verify election results have been cleared.



